



Facilities Reservation Policy

August 2023

Revised February 2025

To make a reservation request, use the form located at <https://www.bslcks.org/facility-usage/>
(If you need to schedule a funeral, please contact the church office. 913.780.6023)

PURPOSE

Provide guidelines for the use and care of the Beautiful Savior Lutheran Church (BSLC) facilities and equipment. Please respect that the entire property is a House of God and everyone's conduct shall be in a manner accordingly.

RESERVATIONS AND FACILITY USAGE

The facilities will be available for member and non-member use as long as these events do not conflict with congregational ministry events or the doctrinal standing of the LCMS. In addition, Federal Law prohibits usage of the facility for any political campaign activity. Reservations are prioritized based on the order they are received in the church office. BSLC ministries and members will be given priority over non-member's request(s). BSLC office coordinator and Senior Pastor will attempt to resolve any scheduling conflict(s). Setup which requires an extra day is not permitted. Special consideration will be given to BSLC member reservations. Please see the list of restrictions below.

NON-CHURCH RELATED RESERVATIONS

- Regardless of size, reserving parties will have the option to clean the facility themselves or pay the \$200 cleaning fee.
 - In both options, the reserving party is responsible for trash removal.
 - The reserving party is responsible for **notifying the church office** of their intention to clean themselves or pay the \$200 cleaning fee.

NOTIFICATIONS

- The usage of alcohol, if applicable, must be consistent with BSLC alcohol policy.
- Any Saturday reservations must end at 11pm CT which includes time to clean up and reset the reserved space. All guests must exit the building by 11pm.
- Any reservations outside of Saturday will have an end time of midnight. All guests must exit the building by midnight.
- The church and fellowship building are not available until 1:30pm on Sundays.
- All trash and/or recyclables created during your reservation must be taken and placed inside the appropriate dumpster on the north side of the building next to the maintenance building. **This is not included in the cleaning fee.**
- It is the responsibility of the reserving party to ensure the facilities are left in the order of which they were found, or a replacement fee may be assessed.
- From August through May, or till the last music rehearsal before summer break, non-members cannot reserve the fellowship hall and kitchen on Sundays.

- The BSLC member sponsoring the event is expected to be present through the entirety of the event including setup and cleanup.
- A free will offering for the use of the facilities is welcomed by BSLC.

RESTRICTIONS

- Unlawful activity
- Smoking on the property
- Use of non-church cooking devices i.e. propane grills, stovetops, microwaves, air fryers, etc. inside or outside the buildings
- Use of building space not covered under reservation
- Misrepresentation of the number of guests attending
- Minor(s) use of the facilities **without** adult supervision
- Removal of any building contents
- Adjusting or programming facilities' thermostats
- Parties (ex. graduation parties, birthday parties, wedding receptions, etc.) are only allowed for BSLC members, other LCMS members, LCMS congregations, and LCMS organizations.
- Wedding ceremonies are only permitted if approved by the pastoral staff at BSLC.

INDEMNIFICATION

Lessee shall indemnify, defend and save harmless Lessor, its officers, members and employees from and against any and all loss, cost (including attorney's fees), damage, expense and liability, (including statutory liability and liability under workers' compensation laws) in connection with claims, judgements, damages, penalties, fines, liabilities, losses, suits and administrative proceedings arising out of any neglect by lessee, its agents, employees, contractors, invitees, representatives, in, on or about the facility. This indemnification shall survive the termination of this Agreement. Lessee hereby releases Lessor from any and all liability or responsibility to Lessee or anyone claiming through or under Lessee by way of subrogation or otherwise for any loss or damage to equipment or property of Lessee covered by any insurance then in force.

Lessee Name: _____

Lessee Signature: _____

Date: _____

BSLC Approval: _____

Date: _____